

2-4577

~~CONFIDENTIAL~~**SECURITY INFORMATION**

DISTRIBUTION: See Distribution listed below. 4 January 1952

SUBJECT: Procedure for Presentations by Offices of C.I.A.

1. There is attached a copy of a memorandum from the Director of Training, dated 27 December 1951, concerning a series of office presentations to appropriate personnel of the staff and division chief levels.
2. This program has the full concurrence of the Deputy Director (Administration) and participation by the Administrative Offices is desired.
3. In this respect, it is requested that the attached memorandum be carefully considered and the questionnaire be completed and returned to this office with any recommendations or suggestions by January 4, 1952. A consolidated report will be prepared by this office and coordinated with the Director of Training.

L. K. WHITE
Assistant Deputy Director
(Administration)

Repls:

Memo 27 Dec. 51
w/questionnaire

9

Distribution:

- General Counsel
- Off. General Services
- Controller
- Off. Medical Office
- Personnel Director
- Off. Procurement
- Off. Audit Office
- Al-Instruction & Sec.

21

BGD:djk

Files Copies:

- A-DD/A Chrono
- A-DD/A Subject
- SA-DD/A Chrono
- SA-DD/A Subject

~~CONFIDENTIAL~~